Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10463
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 19

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 15

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10463

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 10/12/76
PAGES : 29

SUBJECTS :
HSCA, ADMINISTRATION
LARSON, BILLIE GAY

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	3/6/77
Employee Social Security Number	**Type of Action**
529 60 6414	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 222 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date March 16, 1977

[signature]
(Signature of Authorizing Official)

Louis Stokes, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______

Monthly Annuity $______.00

to FO, Ins Mail 3/21

Copy for Initiating Office or Committee

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,

Billie Gay Larson

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	2-1-77
Employee Social Security Number	**Type of Action**
529-60-6414	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date 2-28-77, 19____

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

GPO : 1975 O - 57-255

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	1/3/77
Employee Social Security Number	**Type of Action**
529 60 6414	☐ Appointment XX ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,400.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. X ☐ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date________________________________, 1977

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	1/1/77
Employee Social Security Number	**Type of Action**
329 60 3414	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	$16,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level_________ Step_________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 29, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ____________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code___________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	12/1/76
Employee Social Security Number	**Type of Action**
529 60 6414	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	$14,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.

2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.

3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 2, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code___________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL A[redacted]FORM
(Please Use Typewriter [redacted]
or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

[redacted]ns, or changes on this form must be initialed by the authorizing official.)

C✓

To the Clerk of the House of Representatives:

6689

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Billie Gay Larson	October 12, 1976
Employee Social Security Number	**Type of Action**
529-60-6414	☒ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title 01433	Gross Annual Salary
Secretary	$13,000

(If Committee Employee, complete appropriate item below.)

pr 686.11

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

10 15 76 AM 8:45
H of R. FINANCE OFFICE

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date October 14, 19 76

[signature]
(Signature of Authorizing Official)

Thomas N. Downing
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: [signature]
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

ORIGINAL - To Finance Office (For official personnel folder)

A.S.

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related X

I am related by the following relationship __________

[signature]
Signature of Employee

January 10, 1977
Date

March 4, 1977

Ms. Billie Gay Larson
514 Sixth Street, S.W.
Apt. A
Washington, D.C. 20003

Dear Billie:

Although I am sorry to see you leave this staff, I fully understand the reasons and think the position that has been offered you in the office of the Speaker of the House is wonderful and on your behalf I am most happy to see you move into that position.

I do want to thank you for all of your efforts on our behalf. You have not only performed your job exceedingly well, but you have been a great help to me personally in many of your comments and suggestions. Beyond that, I have admired you as a person and have enjoyed the feeling of closeness and friendship with you.

Best of wishes to you. I remain

Sincerely yours,

Richard A. Sprague
Chief Counsel and Director

RAS:elb

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

March 2, 1977

Richard A. Sprague
Chief Counsel and Director
Select Committee on Assassinations
Washington, D.C.

Dear Mr. Sprague:

As we discussed today, I have accepted a position in the Office of the Speaker of the House effective Monday, March 7.

I would like to convey to you my personal admiration and feel we are very fortunate to have a person of your caliber in the service of the Congress.

Your continued leadership of the investigations is absolutely vital and I wish you every success.

Respectfully,

Billie

Billie Gay Larson

Congress of the United States
Employment Information Form

1. Name (*Last, First, Middle*) and Address (*Number, Street, City, State, and ZIP Code*) ☐ Mr. ☒ Miss ☐ Mrs.
Larson, Billie Gay
514 Sixth St. SE Apt. A
Washington, D. C. 20003

2. Home phone (*including Area Code*): 202-547-3049
3. Other phone (*including Area Code*): 202-225-2906 ASK FOR MARILYN

4. Kind of job you are applying for: secretarial, research, clerk
5. Term of Employment: ☒ Full Time ☐ Summer
6. Will you accept temporary employment? ☒ Yes ☐ No
7. Will you accept part-time employment? ☐ Yes ☒ No
8. When will you be available? 9-20-76
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? ☐ Yes ☒ No

10. Birth date (*Month, Day, Year*): 5-19-44
11. Home State: Utah
12. Height: 5 Feet 6 Inches
13. Are you a United States citizen? ☒ Yes ☐ No
14. Lowest acceptable annual salary in specific figures: $ 13,000
15. Number of dependents other than self: 0
16. Weight: 110
17. Social Security Number: 529-60-6414

18. Skills
☒ Typing 75 wpm. ☒ Shorthand 80 wpm.
(*To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.*)
☐ Office equipment (specify)
☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(*State expertise with specific systems, languages, and components.*)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
1964

20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes 5/62 MONTH/YEAR ☐ No HIGHEST GRADE COMPLETED
Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

21. Training schools attended (*for example, business, vocational, armed forces, or trade*). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
Foremost Insurance Company (one week seminar, spring '75)
Grand Rapids, Michigan

22. A. Name and location (*City and State*) of colleges or universities attended.

Name and location	Courses Studied: Major	Courses Studied: Minor	Credits Completed: Semester	Credits Completed: Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended: From	Dates Attended: To	Type of Degree	Year of Degree
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69

B. Chief undergraduate college subjects	Credits Completed: Semester	Credits Completed: Quarter	C. Chief graduate college subjects	Credits Completed: Semester	Credits Completed: Quarter

D. Special achievements and awards. (*Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.*)
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. (*Show proficiency in speaking, writing, and reading.*)
read some French and Spanish

24. Dates of military service, if any. From: To:
Branch: NA Rank: Serial No.:

Answer the following questions. (*If you answer "Yes" to any of these questions, give all pertinent details in Item 28.*)

Question	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (*Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.*)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (*If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.*)	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	27
1	Nancy L. Larson
2	sister
3	Office of Guam
	Federal Building
	San Francisco, CA

Do Not Write In This Block
Retested 9-27-76
TEST RESULTS
TYPING: 71 W.P.M. ON A 5 MINUTE TEST
(78 W.P.M., 7 ERRORS)
SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST 5
OTHER TEST SCORES:
VERIFIED BY: APW /BY DATE: 9/13/76

MAILING ADDRESS:
JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

Describe Employment Experience On This Form. (A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (*List Most Recent Experience First.*)

1. Dates of employment (*month, year*) From 3/75 To ~~PRESENT TIME~~ 6/75
Exact title of position: Supervisor
Annual Salary mo. Starting $ 650. Present $ 810.
Name of immediate supervisor: Tom Edwards
Area Code and Phone No., if known: 415/934-1400
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Foremost Insurance Company, 100 Wiget Lane, Walnut Creek, CA
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No
Reason for wanting to leave:
Description of work: Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2. Dates of employment (*month, year*) From 5/72 To 2/73
Exact title of position: Executive Secretary
Annual Salary mo. Starting $ 600. Leaving $ 625.
Name of immediate supervisor: Harold Kramer, President
Area Code and Phone No., if known: 415/692-4500
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Celestial Arts Publising, 231 Adrian Road, Walnut Creek, CA
Reason for leaving: moved from San Bruno to Moraga (approx. 35 miles from office)
Description of work: Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3. Dates of employment (*month, year*) From 4/70 To 6/71
Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 435. Leaving $ 500.
Name of immediate supervisor: Sanford M. Stoddard (deceased)
Area Code and Phone No., if known:
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Fabian & Clendenin (law firm), 800 Continental Bank Building, Salt Lake City, Utah
Reason for leaving: moved from Utah to California
Description of work: Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.

4. Dates of employment (*month, year*) From 1/65 To 1.69
Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 385. Leaving $ 425.
Name of immediate supervisor: Attorney General Phil L. Hansen
Area Code and Phone No., if known:
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Office of the Attorney General, Salt Lake City, Utah
Reason for leaving: end of Mr. Hansen's term of office
Description of work: Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (*Number, Street, City, State, and ZIP Code*)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*): Billie G. Larson

DATE SIGNED: 9/13/76

Congress of the United States
Employment Information Form

1. Name (*Last, First, Middle*) ☐ Mr. ☒ Miss ☐ Mrs.
and Address (*Number, Street, City, State, and ZIP Code*)
Larson, Billie Gay
514 Sixth St. SE Apt. A
Washington, D. C. 20003

10. Birth date (*Month, Day, Year*): 5-19-44
11. Home State: Utah
12. Height: 5 Feet 6 Inches
13. Are you a United States citizen? ☒ Yes ☐ No
14. Lowest acceptable annual salary in specific figures: $ 13,000
15. Number of dependents other than self: 0
16. Weight: 110
17. Social Security Number: 529-60-6414

2. Home phone (*including Area Code*): 202-547-3049
3. Other phone (*including Area Code*): 202-225-2906 ASK FOR MARILYN
4. Kind of job you are applying for: secretarial, research, clerk
5. Term of Employment: ☒ Full Time ☐ Summer
6. Will you accept temporary employment? ☒ Yes ☐ No
7. Will you accept part-time employment? ☐ Yes ☒ No
8. When will you be available? 9-20-76
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? ☐ Yes ☒ No

18. Skills
☒ Typing 75 wpm. ☒ Shorthand 80 wpm.
(*To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.*)
☐ Office equipment (specify)
☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(*State expertise with specific systems, languages, and components.*)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
1964

20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes 5/62 (MONTH/YEAR) ☐ No ______ HIGHEST GRADE COMPLETED
Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

21. Training schools attended (*for example, business, vocational, armed forces, or trade*). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
Foremost Insurance Company (one week seminar, spring '75)
Grand Rapids, Michigan

22. A. Name and location (*City and State*) of colleges or universities attended.	Courses Studied: Major	Courses Studied: Minor	Credits Completed: Semester	Credits Completed: Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended: From	Dates Attended: To	Type of Degree	Year of Degree
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69

B. Chief undergraduate college subjects	Credits Completed: Semester	Credits Completed: Quarter	C. Chief graduate college subjects	Credits Completed: Semester	Credits Completed: Quarter

D. Special achievements and awards. (*Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.*)
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. (*Show proficiency in speaking, writing, and reading.*)
read some French and Spanish

24. Dates of military service, if any. From: To:
Branch: NA Rank: Serial No.:

Answer the following questions. (*If you answer "Yes" to any of these questions, give all pertinent details in Item 28.*)	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (*Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.*)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (*If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.*)	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	27
1	Nancy L. Larson
2	sister
3	Office of Guam
	Federal Building
	San Francisco, CA

Do Not Write In This Block
Retested 9-27-76
TEST RESULTS
TYPING: 71 W.P.M. ON A 5 MINUTE TEST
(78 W.P.M., 7 ERRORS)
SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST 5
OTHER TEST SCORES:
VERIFIED BY: APW / [illegible] DATE: 9/13/76

MAILING ADDRESS: JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

Describe Employment Experience On This Form. (A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (*List Most Recent Experience First.*)

1. Dates of employment (*month, year*) From 3/75 To ~~PRESENT TIME~~ 6/75

Exact title of position: Supervisor

Annual Salary mo. Starting $ 650. Present $ 810.

Name of immediate supervisor: Tom Edwards

Area Code and Phone No., if known: 415/934-1400

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Foremost Insurance Company, 100 Wiget Lane, Walnut Creek, CA

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No

Reason for wanting to leave

Description of work: Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2. Dates of employment (*month, year*) From 5/72 To 2/73

Exact title of position: Executive Secretary

Annual Salary mo. Starting $ 600. Leaving $ 625.

Name of immediate supervisor: Harold Kramer, President

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Reason for leaving: moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work: Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3. Dates of employment (*month, year*) From 4/70 To 6/71

Exact title of position: Legal Secretary

Annual Salary mo. Starting $ 435. Leaving $ 500.

Name of immediate supervisor: Sanford M. Stoddard (deceased)

Area Code and Phone No., if known:

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Fabian & Clendenin (law firm), 800 Continental Bank Building, Salt Lake City, Utah

Reason for leaving: moved from Utah to California

Description of work: Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.

4. Dates of employment (*month, year*) From 1/65 To 1.69

Exact title of position: Legal Secretary

Annual Salary mo. Starting $ 385. Leaving $ 425.

Name of immediate supervisor: Attorney General Phil L. Hansen

Area Code and Phone No., if known:

Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Office of the Attorney General, Salt Lake City, Utah

Reason for leaving: end of Mr. Hansen's term of office

Description of work: Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.

31. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (*Number, Street, City, State, and ZIP Code*)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION	SIGNATURE (*Sign in ink*)	DATE SIGNED
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	[signature]	9/13/76

Congress of the United States
Employment Information Form

1. Name (*Last, First, Middle*) and Address (*Number, Street, City, State, and ZIP Code*) ☐ Mr. ☒ Miss ☐ Mrs.
Larson, Billie Gay
514 Sixth St. SE Apt. A
Washington, D. C. 20003

2. Home phone (*including Area Code*): 202-547-3049
3. Other phone (*including Area Code*): 202-225-2906 ASK FOR MARILYN

4. Kind of job you are applying for: secretarial, research, clerk

5. Term of Employment: ☒ Full Time ☐ Summer
6. Will you accept temporary employment? ☒ Yes ☐ No
7. Will you accept part-time employment? ☐ Yes ☒ No
8. When will you be available? 9-20-76
9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? ☐ Yes ☒ No

10. Birth date (*Month, Day, Year*): 5-19-44
11. Home State: Utah
12. Height: 5 Feet 6 Inches
13. Are you a United States citizen? ☒ Yes ☐ No

14. Lowest acceptable annual salary in specific figures: $ 13,000
15. Number of dependents other than self: 0
16. Weight: 110
17. Social Security Number: 529-60-6414

18. Skills
☒ Typing 75 wpm. ☒ Shorthand 80 wpm.
(*To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.*)
☐ Office equipment (specify)
☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(*State expertise with specific systems, languages, and components.*)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
1964

20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes 5/62 (MONTH/YEAR) ☐ No ______ HIGHEST GRADE COMPLETED
Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

21. Training schools attended (*for example, business, vocational, armed forces, or trade*). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
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Grand Rapids, Michigan

22. A. Name and location (*City and State*) of colleges or universities attended.

Name and location	Courses Studied: Major	Courses Studied: Minor	Credits Completed: Semester	Credits Completed: Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended: From	Dates Attended: To	Type of Degree	Year of Degree
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D. Special achievements and awards. (*Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.*)
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

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read some French and Spanish

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Branch: NA Rank: Serial No.:

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Question	YES	NO
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26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (*If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.*)	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

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2	sister
3	Office of Guam
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	San Francisco, CA

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David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*) [signature]

DATE SIGNED 9/13/76

U. S. GOVERNMENT PRINTING OFFICE : 1976 O - 70-986

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8. When will you be available? 9-20-76

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(*To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.*)
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Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

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Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION

I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*): [signature]

DATE SIGNED: 9/13/76

U. S. GOVERNMENT PRINTING OFFICE : 1976 O - 70-986

Congress of the United States
Employment Information Form

1. Name (*Last, First, Middle*) ☐ Mr. ☒ Miss ☐ Mrs.
and Address (*Number, Street, City, State, and ZIP Code*)
Larson, Billie Gay
514 Sixth St. SE Apt. A
Washington, D. C. 20003

10. Birth date (*Month, Day, Year*): 5-19-44

14. Lowest acceptable annual salary in specific figures: $ 13,000

11. Home State: Utah

15. Number of dependents other than self: 0

12. Height: 5 Feet 6 Inches

16. Weight: 110

2. Home phone (*including Area Code*): 202-547-3049

3. Other phone (*including Area Code*): 202-225-2906 ASK FOR MARILYN

13. Are you a United States citizen? ☒ Yes ☐ No

17. Social Security Number: 529-60-6414

4. Kind of job you are applying for:
secretarial, research, clerk

5. Term of Employment: ☒ Full Time ☐ Summer

6. Will you accept temporary employment? ☒ Yes ☐ No

7. Will you accept part-time employment? ☐ Yes ☒ No

8. When will you be available? 9-20-76

9. Are you presently employed by the U.S. Senate, the U.S. House of Representatives, or other office of the Congress? ☐ Yes ☒ No

18. Skills
☒ Typing 75 wpm. ☒ Shorthand 80 wpm.
(*To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.*)
☐ Office equipment (specify)
☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(*State expertise with specific systems, languages, and components.*)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
1964

20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes 5/62 MONTH/YEAR ☐ No HIGHEST GRADE COMPLETED
Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

21. Training schools attended (*for example, business, vocational, armed forces, or trade*). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
Foremost Insurance Company (one week seminar, spring '75)
Grand Rapids, Michigan

22. A. Name and location (*City and State*) of colleges or universities attended.	Courses Studied: Major	Minor	Credits Completed: Semester	Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended: From	To	Type of Degree	Year of Degree
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B. Chief undergraduate college subjects	Credits Completed: Semester	Quarter	C. Chief graduate college subjects	Credits Completed: Semester	Quarter

D. Special achievements and awards. (*Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.*)
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. (*Show proficiency in speaking, writing, and reading.*)
read some French and Spanish

24. Dates of military service, if any. From: To:
Branch: NA Rank: Serial No.:

Answer the following questions. (*If you answer "Yes" to any of these questions, give all pertinent details in Item 28.*)

Question	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (*Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.*)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (*If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.*)	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	27
1	Nancy L. Larson
2	sister
3	Office of Guam
	Federal Building
	San Francisco, CA

Do Not Write In This Block

Retested 9-27-76

TEST RESULTS

TYPING: 71 W.P.M. ON A 5 MINUTE TEST
(78 W.P.M., 7 ERRORS)

SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST 5

OTHER TEST SCORES:

VERIFIED BY: APW /ibf DATE: 9/13/76

MAILING ADDRESS: JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

Describe Employment Experience On This Form. (A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

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1. Dates of employment (*month, year*) From 3/75 To ~~PRESENT TIME~~ 6/75
Exact title of position: Supervisor
Annual Salary mo. Starting $ 650. Present $ 810.
Name of immediate supervisor: Tom Edwards
Area Code and Phone No., if known: 415/934-1400
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Foremost Insurance Company, 100 Wiget Lane, Walnut Creek, CA
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No
Reason for wanting to leave:
Description of work: Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2. Dates of employment (*month, year*) From 5/72 To 2/73
Exact title of position: Executive Secretary
Annual Salary mo. Starting $ 600. Leaving $ 625.
Name of immediate supervisor: Harold Kramer, President
Area Code and Phone No., if known: 415/692-4500
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Celestial Arts Publising, 231 Adrian Road, Walnut Creek, CA
Reason for leaving: moved from San Bruno to Moraga (approx. 35 miles from office)
Description of work: Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

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Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 435. Leaving $ 500.
Name of immediate supervisor: Sanford M. Stoddard (deceased)
Area Code and Phone No., if known:
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Fabian & Clendenin (law firm), 800 Continental Bank Building, Salt Lake City, Utah
Reason for leaving: moved from Utah to California
Description of work: Prepared legal documents and correspondence for senior partne[r]. Responsible for ordering all office supplies used by staff of 22.

4. Dates of employment (*month, year*) From 1/65 To 1.69
Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 385. Leaving $ 425.
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Area Code and Phone No., if known:
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Office of the Attorney General, Salt Lake City, Utah
Reason for leaving: end of Mr. Hansen's term of office
Description of work: Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni[st] and on telephone desk.

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SIGNATURE (*Sign in ink*) Bille G. Larson

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Congress of the United States
Employment Information Form

1. Name (Last, First, Middle) ☐ Mr. ☒ Miss ☐ Mrs. and Address (Number, Street, City, State, and ZIP Code) Larson, Billie Gay 514 Sixth St. SE Apt. A Washington, D. C. 20003		10. Birth date (Month, Day, Year) 5-19-44	14. Lowest acceptable annual salary in specific figures $ 13,000
		11. Home State Utah	15. Number of dependents other than self 0
		12. Height 5 Feet 6 Inches	16. Weight 110
2. Home phone (including Area Code) 202-547-3049	3. Other phone (including Area Code) 202-225-2906 ASK FOR MARILYN	13. Are you a United States citizen? ☒ Yes ☐ No	17. Social Security Number 529-60-6414

4. Kind of job you are applying for:
secretarial, research, clerk

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8. When will you be available? 9-20-76

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☒ Typing 75 wpm. ☒ Shorthand 80 wpm.

(To be considered for positions involving typing or shorthand, applicants must undergo tests administered either by the Placement Office or by the U.S. Civil Service Commission. If the latter is used, attach Notice of Rating dated within the past 12 months.)

☐ Office equipment (specify)

☐ Computer: ☐ Terminal Operator, ☐ Programmer, ☐ Systems Analyst
(State expertise with specific systems, languages, and components.)

19. List eligible ratings attained on U.S. Civil Service Commission examinations, titles of examinations and dates of ratings.
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20. Did you graduate from high school, or will you graduate within the next nine months? ☒ Yes 5/62 MONTH/YEAR ☐ No ______ HIGHEST GRADE COMPLETED

Course emphasis: ☒ Academic, ☐ Business, ☐ Other (specify) debate, journalism, drama

21. Training schools attended (for example, business, vocational, armed forces, or trade). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
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D. Special achievements and awards. *(Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.)*
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. *(Show proficiency in speaking, writing, and reading.)*
read some French and Spanish

24. Dates of military service, if any. From: To:
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Answer the following questions. *(If you answer "Yes" to any of these questions, give all pertinent details in Item 28.)*	YES	NO
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26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? *(If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.)*	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

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3	Office of Guam
	Federal Building
	San Francisco, CA

Do Not Write In This Block

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TEST RESULTS

TYPING: 71 W.P.M. ON A 5 MINUTE TEST

(78 W.P.M., 7 ERRORS)

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1. Dates of employment (*month, year*) From 3/75 To ~~PRESENT TIME~~ 6/75

Exact title of position: Supervisor

Annual Salary: Starting $ 650. mo. Present $ 810.

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Area Code and Phone No., if known: 415/934-1400

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May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No

Reason for wanting to leave

Description of work: Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

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Exact title of position: Executive Secretary

Annual Salary: Starting $ 600. mo. Leaving $ 625.

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Reason for leaving: moved from San Bruno to Moraga (approx. 35 miles from office)

Description of work: Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3. Dates of employment (*month, year*) From 4/70 To 6/71

Exact title of position: Legal Secretary

Annual Salary: Starting $ 435. mo. Leaving $ 500.

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Area Code and Phone No., if known

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Reason for leaving: moved from Utah to California

Description of work: Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.

4. Dates of employment (*month, year*) From 1/65 To 1.69

Exact title of position: Legal Secretary

Annual Salary: Starting $ 385. mo. Leaving $ 425.

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Area Code and Phone No., if known

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12. Height 5 Feet 6 Inches

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1964

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26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
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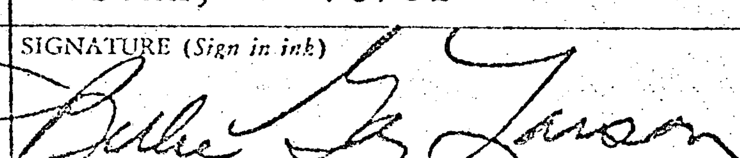
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21. Training schools attended (*for example, business, vocational, armed forces, or trade*). Give for each the name and location of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
Supervisory Development Seminar
Foremost Insurance Company (one week seminar, spring '75)
Grand Rapids, Michigan

22. A. Name and location (*City and State*) of colleges or universities attended.	Courses Studied: Major	Courses Studied: Minor	Credits Completed: Semester	Credits Completed: Quarter	Grade-Point Average on 4.0 Scale	Rank in Class	Dates Attended: From	Dates Attended: To	Type of Degree	Year of Degree
University of Utah	hist.	phil.		190	2.7		62	69	BS	'69

B. Chief undergraduate college subjects	Credits Completed: Semester	Credits Completed: Quarter	C. Chief graduate college subjects	Credits Completed: Semester	Credits Completed: Quarter

D. Special achievements and awards. (*Provide all scholastic achievements and honors and show participation in extracurricular, civic, community and similar activities, and in professional and scientific societies.*)
Awarded scholarship to University of Utah based on academic achievement and extracurricular activities. Current membership in Sierra Club and Common Cause.

23. Other languages. (*Show proficiency in speaking, writing, and reading.*)
read some French and Spanish

24. Dates of military service, if any. From: To:
Branch: NA Rank: Serial No.:

Answer the following questions. (*If you answer "Yes" to any of these questions, give all pertinent details in Item 28.*)

Question	YES	NO
25. Have you been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (*Omit all traffic violations and any offense committed prior to your 21st birthday which was finally adjudicated in juvenile court or under a Youth Offender Law.*)		X
26. While in the military service, were you convicted by general court-martial or discharged under other than honorable conditions?		X
27. Does the U.S. Government employ in a civilian capacity any relative of yours (by blood or marriage)? (*If your answer is "Yes," list in Item 28 for each relative: [1] full name; [2] relationship; and [3] department, agency, or office.*)	X	

28. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	27
1	Nancy L. Larson
2	sister
3	Office of Guam
	Federal Building
	San Francisco, CA

Do Not Write In This Block

Retested 9-27-76

TEST RESULTS

TYPING: 71 W.P.M. ON A 5 MINUTE TEST

(78 W.P.M., 7 ERRORS)

SHORTHAND: 80 W.P.M. ON A 3 MINUTE TEST -5

OTHER TEST SCORES:

VERIFIED BY: APW/187 DATE: 9/13/76

MAILING ADDRESS: JOINT COMMITTEE ON CONGRESSIONAL OPERATIONS
OFFICE OF PLACEMENT AND OFFICE MANAGEMENT
WASHINGTON, D.C. 20515

Describe Employment Experience On This Form. (A résumé is not a substitute for this form and will not be made a part of the application, if more than 2 pages.)

29. PART-TIME And SUMMER Employment During The Last Three Years.

Name of Employer	Dates	Salary	Position and Duties

30. FULL-TIME Employment. (*List Most Recent Experience First.*)

1. Dates of employment (*month, year*) From 3/75 To ~~PRESENT TIME~~ 6/75
Exact title of position: Supervisor
Annual Salary mo. Starting $ 650. Present $ 810.
Name of immediate supervisor: Tom Edwards
Area Code and Phone No., if known: 415/934-1400
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Foremost Insurance Company, 100 Wiget Lane, Walnut Creek, CA
May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No
Reason for wanting to leave
Description of work: Directed contract and licensing activities between Co. and its agents in 12 western states. Developed new filing and record keeping systems; wrote department manual. Supervised 5.

2. Dates of employment (*month, year*) From 5/72 To 2/73
Exact title of position: Executive Secretary
Annual Salary mo. Starting $ 600. Leaving $ 625.
Name of immediate supervisor: Harold Kramer, President
Area Code and Phone No., if known: 415/692-4500
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Celestial Arts Publishing, 231 Adrian Road, Walnut Creek, CA
Reason for leaving: moved from San Bruno to Moraga (approx. 35 miles from office)
Description of work: Handled all correspondence for President/owner. Responsible for distribution of new products and product info. to national mktg. staff. Reviewed material submitted for pub. consideration.

3. Dates of employment (*month, year*) From 4/70 To 6/71
Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 435. Leaving $ 500.
Name of immediate supervisor: Sanford M. Stoddard (deceased)
Area Code and Phone No., if known
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Fabian & Clendenin (law firm), 800 Continental Bank Building, Salt Lake City, Utah
Reason for leaving: moved from Utah to California
Description of work: Prepared legal documents and correspondence for senior partne Responsible for ordering all office supplies used by staff of 22.

4. Dates of employment (*month, year*) From 1/65 To 1.69
Exact title of position: Legal Secretary
Annual Salary mo. Starting $ 385. Leaving $ 425.
Name of immediate supervisor: Attorney General Phil L. Hansen
Name of employer (*firm, organization, etc.*) and address (*including ZIP Code, if known*): Office of the Attorney General, Salt Lake City, Utah
Area Code and Phone No., if known
Reason for leaving: end of Mr. Hansen's term of office
Description of work: Assigned primarily to criminal division for preparation of pleadings, briefs and correspondence. Also substituted for receptioni and on telephone desk.

31. REFERENCES: List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do NOT repeat names of supervisors listed under Items 29 and 30.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (*Number, Street, City, State, and ZIP Code*)	BUSINESS OR OCCUPATION
Byron L. Fisher, Esq.	Fabian & Clendenin (see 3. above)	Attorney
David Hinds	763 Sixth Ave. Redwood City, CA 94163	publishing
Robert L. Hartesty	601 Colorado Street Austin, TX 78701	Asso. Deputy Chancellor, U. Texas, Austin

CERTIFICATION
I CERTIFY that all of the statements made in this form and in any attachment are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*) Billie G. Larson

DATE SIGNED 9/13/76

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